

## College of Saint Mary Refund Policy

Students who want to withdraw from one or more courses or the entire semester must complete a withdrawal form. The student must complete all required signatures and submit the completed form to the Express Center. Students who fail to submit a withdrawal form as required *will not be eligible for a refund*.

The date of withdrawal will in every case be considered the date on which the written statement of withdrawal is initiated. The date the process is initiated, as stated on the withdrawal checklist, will become the basis for a possible refund of tuition.

Students who withdraw from all classes and are receiving federal financial aid will have their federal financial aid adjusted in accordance with Federal Return to Title IV Funds regulations. See the Express Center or Financial Aid Office for more information.

Refunds are calculated as follows:

### **Regular Full Time & MOT (12 or more CREDITS)**

Dropping below 12 credit hours but is still enrolled

Before the end of the 1 <sup>st</sup> week of classes	100%	Financial Aid adjusted based on credits enrolled
After the 1 <sup>st</sup> week of classes	0%	Financial Aid is not adjusted

### **Courses Scheduled for Full Semester**

(Including Regular Full Time withdrawal from all classes)

Before the end of the 1 <sup>st</sup> week of classes	100%
During the 2 <sup>nd</sup> week of classes	75%
During the 3 <sup>rd</sup> week of classes	50%
After the 3 <sup>rd</sup> week of classes	0%

### **Courses Scheduled for Less than Full Semester**

Before the 1 <sup>st</sup> class meeting of each course or within 48 hours after end of first class meeting (except 1 day courses)	100%
Thereafter, no refund	0%

### **Weekend Classes (PLG Certificate)**

Before and through the 1 <sup>st</sup> class meeting	100%
Before and through the 2 <sup>nd</sup> class meeting	50%
After the 3 <sup>rd</sup> class meeting	0%

### **Summer Sessions**

**(For MAT, refunds are calculated based on the Less Than Full Semester above)**

Before the first class meeting	100%
When class has met for 6 or less instructional hours	75%
When class has met for 7-9 instructional hours	50%
When the class has met for more than 9 instructional hours	0%

### **On-Line Summer Classes**

Before the first day of the class activation	100%
When class has been active for 1 week	75%
When class has been active for 2 weeks	50%
When the class has been active for more than 2 weeks	0%